

COMMERCIAL-INDUSTRIAL BUILDING INSPECTOR

POSITION SUMMARY: Performs technical plan review and specialized inspection work involving commercial and industrial building construction and zoning to ensure compliance with established standards and ordinances, codes, rules, and regulations. This position is responsible for preparing correspondence, records, specifications, and reports. This position may also perform professional and technical work in residential construction inspection related activities for the City's Community Development program, with particular emphasis on inspecting, specification writing, and approval of construction work for residential housing and commercial rehabilitation under the rehab loan program. This position requires registration as a Building Inspector and Plan Reviewer through the State of Michigan. This position will be responsible for coordinating and leading commercial and industrial permit applications across all trades. An individual in this position may be required to be certified as a Lead Based Paint Risk Assessor. This position applies specialized knowledge and exercises independent judgment within prescribed limits.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and direct supervision of the inspections supervisor or other designated official.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assist and advise developers, contactors, builders, and the general public in completing applications and issuing permits.
2. Review and approve plans and specifications for new and renovated construction, and other installations before permits are issued and make inspections to ensure compliance with ordinances, building codes, and state or federal program standards as applicable.
3. Coordinate with all trades and front office team to finalize permits and issue certificates of occupancy under scope of authority of the Registered Building Official.
4. Responsible for training, mentoring, and coaching new professionals in the building inspections trainee position. Advise officials of successful attainment of required competencies.
5. Perform audits of plan reviews, inspections, other records, and processes of self and others.
6. Perform the duties of the residential building inspector as assigned.
7. Inspect building conditions; construction and demolition work to ensure public health and welfare.
8. Investigate and follow-up on violations of building codes, property maintenance codes, and other related codes, as well as zoning ordinances as assigned.
9. Inform, educate, and advise developers, contractors, property owners, and other interested parties of building codes and provide information on proper construction methods and procedures.
10. Respond to public inquires in a courteous manner, provide information within the area of assignment, and respond to inquiries in an efficient and timely manner. Follow up within scope of authority and advise and/or refer to supervisor if outside scope of authority.

11. Investigate violations of building codes and zoning ordinances while in the field and take the necessary action within scope of authority to enforce codes and ordinances or refer to appropriate supervisor, department, or official. Provide notice of required corrective action and regulatory action reports.
12. Appraise the amount of damage to properties and determine the extent of permissible occupancy, required demolition, or referral for professional services to determine the extent of repairs necessary to obtain occupancy.
13. Assist in the determination of the structural condition of buildings in urban renewal and other areas.
14. Confer with supervisor and/or colleagues, peers, and city attorney to provide testimony in court.
15. Prepare and maintain records and reports of inspections, complaints, and investigations.
16. Assist other departments, including public housing authorities, in evaluation of substandard structures.
17. Assist departmental staff in planning, implementing, and evaluating programs, events, and activities.
18. Research and recommend innovations and ideas related to the growth of departmental programs, events, and activities.
19. Consult and/or prepare specifications for contractor bids including demolition and rehabilitation of structures as required
20. Perform lead-based paint risk assessments as assigned.
21. Monitor contractor compliance with bid specifications related to assigned contracts.
22. Keep abreast of new developments, changes to legislation and codes, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field.
23. Maintain a neat, safe, and professional workplace in the office, City vehicle, and in the field.
24. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities, emergency events, and disasters.
25. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Registered with the State of Michigan as a Building Inspector and Plan Reviewer.
- B. A high school degree or equivalent, supplemented with a minimum of 5 years of construction experience, with an emphasis on commercial and industrial property. An equivalent combination of advanced education, training, and experience will be considered.
- C. Possession of a valid motor vehicle operator's license by the State of Michigan.

- D. Possess and maintain certification as a lead based paint risk assessor if required. If the certification is required, must demonstrate acceptable progress toward attaining the certification in a timely manner.
- E. Able to participate in and complete annual training programs for State regulation requirements and to maintain licenses required for the position.
- F. Considerable knowledge of laws, ordinances, and codes that apply to building construction and zoning.
- G. Considerable knowledge of the methods, materials, and techniques used in building design and construction.
- H. Knowledge of inspection methods in practices and techniques pertaining to plan review, building construction, and zoning matters.
- I. Proficient in electronic technologies related to permit and inspection tracking and electronic communications.
- J. Highly proficient in database use and comprehensive record keeping systems.
- K. In both verbal and written manner, able to compose, assemble, present, and maintain highly detailed and accurate reports and records.
- L. Possess methodical and organized work habits, excellent organizational skills, and a proven ability to successfully problem solve.
- M. Able to review and audit work.
- N. Demonstrated ability to read and interpret plan specifications, blueprints, and contracts.
- O. Work effectively within deadlines, under stress, and with changing work priorities. Demonstrated ability to manage multiple projects simultaneously.
- P. Excels in good powers of observation. Able to detect structural and other faults and to appraise the quality of construction and workmanship.
- Q. Actively participate as a collaborative and supportive team member; develop and follow established procedures and recommend improvements; carry out routine and complex duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- R. Establishes and maintains effective working relationships in a courteous manner using tact, good judgment, and resourcefulness when working with associates, community agencies, businesses, volunteers, and the public. Demonstrated competency of public and customer relations.
- S. Able to safely negotiate foot travel in and around construction sites during entire scope of construction. This may include the use of ladders and similar devices as needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others and to produce, review, and interpret written documents. The employee is frequently required to sit; use hands and arms to reach, feel, and handle objects. The employee

must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements.

An employee in this position regularly works both in the field and in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and may require the use of protective gear. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances, which may include working in confined spaces, at various heights, and in all types of weather conditions. The employee will be required to drive in inclement weather.

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